



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.cityofnewarkde.us

Posted: February 10, 2017

Research & Communications Intern

The City of Newark, DE is seeking an enthusiastic, naturally curious candidate to support a historical research project focused on the School Hill (Nottingham Road) section of the City of Newark. The position will include reviewing, organizing, and cataloging historical documents, including photographs and newspaper clippings, as well as conducting, compiling and editing interviews (audio and video) with residents and others who may have valuable insight to contribute to the project.

Successful candidate should have experience in conducting historical research projects; possess strong organizational and interpersonal skills; experience in conducting interviews and video production and editing a plus. Final candidate shall personally possess the necessary laptop/computer to complete assigned work; possessing AV equipment preferred. This is a nine-month, part-time internship position with a monthly stipend of \$540; position description attached.

Interested individuals shall submit a cover letter, resume and media portfolio samples to Communications Manager Kelly Bachman at kbachman@newark.de.us by 4 p.m. on **Friday, February 24, 2017**. EOE



City of Newark, Delaware Position Classification Plan

Job Title:	Research & Communications Intern		
Employee Classification:	Internship	Emergency Status:	Non-Emergency Essential
Department:	City Manager's Office	Salary Grade:	N/A
Division:	Communications		Stipend: \$6,480 over nine months
Nature of Work			
This is a part-time, nine month internship under the direction of the Communications Manager. The position will review, organize, and catalog historical documents, as well as conduct, compile and edit interviews (audio and video) with residents and others who may have valuable insight to contribute to the project.			
Illustrative Examples of Work			
<ol style="list-style-type: none"> 1. Review, organize and catalog historical documents. 2. Conduct, compile and edit interviews (audio and video) with individuals who may have insight regarding the School Hill section of Newark. 3. Conduct independent research to develop a robust package of information that can be utilized in a variety of mediums (information kiosks, audio files, brochures, video compilation, etc.). 			
Employment Standards			
Experience:			
<ol style="list-style-type: none"> 1. Have documented experience in conducting research projects to completion. 2. The ability to review and organize information in various formats, from multiple sources. 3. The ability to elicit information from individuals in a comfortable, conversational format. 4. Good judgement, integrity, thoroughness and dependability. 5. Experience in using video editing software to compile multiple files into one finished piece. 			
Education and Certification:			
<ol style="list-style-type: none"> 1. Some high school education required, diploma or higher education preferred. 2. Proficient in Microsoft Office suite. 3. Experience with video editing software preferred. 			
Essential Job Standards			
<ol style="list-style-type: none"> 1. Ability to sit, stand and kneel for an extended period of time in an administrative environment. 2. Ability to lift and carry related materials/parts of at least 25 pounds while utilizing proper safety measures. 3. Lift materials, as needed, overhead to complete job tasks. 4. Ability to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting. 			
Approved By:			
<div style="border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> City Manager		<div style="border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Date	